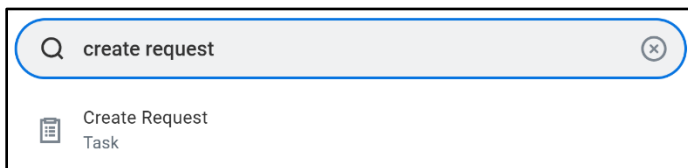


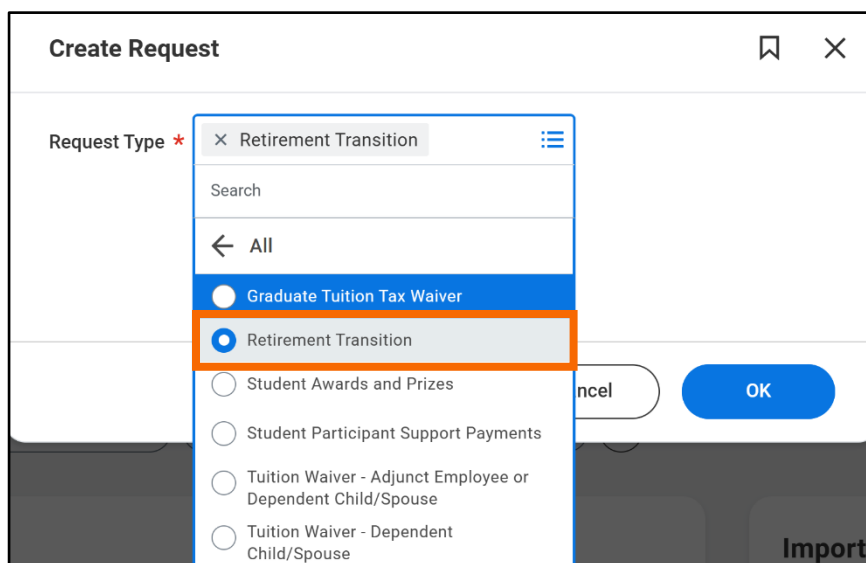
An employee who wants to go on retirement transition can submit the request in Workday up to three years in advance of their retirement date.

## Retirement Transition

1. Type *Create Request* in the **Search** bar.
2. Select the **Create Request** task.



3. Under **Request Type**, select **Retirement Transition**.
4. Select **OK**.



5. Enter **Retirement Transition Start Date**.
6. Enter **Retirement Date**.

**Retirement Transition**

The Retirement Transition Program is a phased-in approach to full retirement status available only to regular full-time employees who are eligible to retire. Acceptance into the program is not automatic or guaranteed; a request may be denied upon the exclusive and sole discretion of RIT management. If approved, participation in the Retirement Transition program cannot be revoked by either the participating employee on transition or RIT, and at the end of a maximum of three years, the employee is required to retire.

The employee and their supervisor should discuss a plan of work and work out a schedule that is mutually acceptable. The employee in retirement transition status must work at least the equivalent of half-time for the employee's position.

- For faculty, this means working a minimum of 50% of the annual normal workload in a fiscal year for the employee's position, as defined by the employee's department head/manager and dean.
- For staff, this means working a minimum of 50% of the employee's scheduled annual work hours during each fiscal year while in retirement transition.

Retirement Transition Start Date  
(Required)

MM/DD/YYYY

Retirement Date  
(Required)

MM/DD/YYYY

- Answer if you are currently **Faculty or Staff**.
- Answer any additional questions generated based on your response.
- (Optional) Enter any additional comments regarding your retirement transition plan.

Are you currently a Faculty or Staff Employee?  
(Required)

☐ Faculty

☐ Staff Exempt

☐ Staff Non-Exempt

Comments

Employee Disclaimer:

- I have read the current policy and understand the requirements of the program;
- If approved, this election is not revocable;**
- The maximum duration of the program is three years and that at the end of the three-year period or sooner (as agreed to with my Supervisor,) I will retire from my position at RIT;
- It is my responsibility to contact a benefits representative in RIT Human Resources at least three months before my retirement date to ensure continuity of the applicable retirement benefits;
- If my employment category is that of a tenured faculty member, I understand that upon my retirement, I will no longer retain tenure;
- If the salary for a staff employee working in an exempt position is reduced to an amount below the Fair Labor Standards Act (FLSA) and/or the New York State salary threshold, RIT may be required to change the employee to a nonexempt status. Nonexempt employees are paid on an hourly basis on the bi-weekly payroll (paid every other Friday for 26 pay periods per calendar year). If you are changed to a nonexempt employee, you would need to record all hours worked, vacation, sick time, and holiday hours in the time reporting system, Kronos. You would be eligible for the same benefits, but the contribution amounts would change since you would be paid 26 times per year instead of 24.

(Required)

☐ I understand and affirm

☐ I do not affirm

Submit

Save for Later

Cancel

- Select the appropriate affirmation. Select **Submit**.

**Note:** The request routes to the manager and the benefits team for approval.